

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 10-243**

6 DECEMBER 2013

Operations

AUGMENTATION DUTY PROGRAM



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This instruction establishes local guidelines for a successful Augmentation Duty (AD) Program at MacDill Air Force Base (AFB). This publication applies to all officer and enlisted personnel assigned to MacDill AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the appropriate chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the following: Changed "Mission Partners" to "Teammates" (1). Amended augmentee requirement to Security Forces (SF) and Search and Recovery (S&R) only (2). Amended wing manning standard ratios (4.8). Added note stating Honor Guard personnel will "augment" the S&R AD team (5.3). Added note with location and title of augmentee database (5.5). Complete Re-write of Attachment 1, 2, 3, and 4 (A1, A2, A3, A4). Complete Re-write of Tables A4.1, A4.2, and A4.3 (A4.1, A4.2, A4.3).

1. Program Mission. The AD Program is designed to identify, place, and train a pool of individuals to temporarily augment 6th Air Mobility Wing (6 AMW) units that will be short of required manpower during exercises, contingencies, wartime, or emergency situations to include deployments. This program is not intended to augment unit manning shortages during normal, routine work schedules or for long term operations.

2. Policy. Installation plans and scenarios drive the requirement for AD work center teams. Units that lead these teams appoint AD Team Chiefs who develop proposed augmentation requirements, equipment needs, and training plans. The AD Program, governed by AFPAM 10-243, exists to utilize people assets in other than their normal assigned or Air Force Specialty Code (AFSC) duties. Augmentees will perform AD duties in accordance with this instruction and AFPAM 10-243. Once appointed, the standard obligation is to serve a minimum of one year in their AD position following full training. The use of civilians in the MacDill AD Program is not normally encouraged due to legal, regulatory, bargaining agreement, and financial concerns. These issues must all be addressed before assigning qualified, volunteer civilian personnel to AD duties.

3. Assumptions. The MacDill AD Program is designed to activate the deployment related functions of SF and S&R augmentation.

4. Responsibilities. The agencies key to the success of the AD Program and their individual responsibilities are the Vice Commander; Group commanders; 6th Force Support Squadron; Manpower and Organization Section (6 FSS/FSMM); group AD Monitors, AD Team Chiefs, squadron commanders, the AD Council (ADC), and Wing Plans (6 AMW/XP). The ADC approves the request and forwards the requirement to the 6 AMW/XP for certification with a validation by 6 FSS/FSMM. Once these taskings are approved by the ADC, the group AD monitors fill the taskings. A well thought out, effective AD Program is essential to the success of any augmented operation.

4.1. Wing Commander. The Wing Commander (6 AMW/CC) may authorize the activation of AD personnel at any time deemed necessary. Group commanders and 6 AMW Director of Staff (DoS) will release AD personnel immediately.

4.2. Vice Commander. The Vice Commander (6 AMW/CV) is the owner of the MacDill AD Program, serving as chair of the ADC. 6 AMW/XP will chair the Augmentation Duty Working Group (ADWG) and manage the AD Program on behalf of the CV.

4.3. Group Commanders and 6 AMW DoS. Serve as members of the ADC and appoint (in writing) group AD monitors to manage their group AD programs. Group commanders and 6 AMW DoS will forward copies of the appointment letters to 6 AMW/XP. Group commanders and 6 AMW DoS will use the ADC as the venue for new augmentation requirements, to include validated numbers by 6 FSS/FSMM.

4.4. 6 AMW/XP. Serves as the MacDill AD Program Facilitator and is directly responsible to the 6 AMW/CV for program administration, and managing and coordinating all aspects of the AD Program. 6 AMW/XP will coordinate a semiannual review of team requirements and unit tasks, report statistical data as required, and attend the ADC meetings. As AD Program Facilitator, 6 AMW/XP will produce ADC meeting agendas, maintain appointment letters for all group AD monitors and Team Chiefs and, as ADC recorder, publish meeting minutes.

4.4.1. 6 FSS/FSMM will assist the ADC in determining manpower requirements under locally defined scenarios and appropriately compute augmentation requirements. They will review and validate all requirements, presenting their recommendation to the ADC.

4.5. Squadron Commanders. Squadron commanders will appoint, in writing, an AD Team Chief for each team assigned to their squadron, and appoint in writing augmentees to AD teams. Forward copies of appointment letters to 6 AMW/XP, the group AD Monitor, and supported AD Team Chief.

4.5.1. The commander, the group AD monitors, and the AD Team Chief should make every attempt to replace departing augmentees as soon as possible, generally not later than 60 days prior to removal from AD, to allow time for appropriate replacement qualification training.

4.5.2. Ensure augmentees are assigned to AD teams for a period of at least one year. Squadron commanders must release augmentees for scheduled AD training, release augmentees to their AD Team Chiefs at Warning Order, again at Execution Order, and as determined during recalls. Immediately inform group AD monitor when unable to fill taskings (shortfalls).

4.6. AD Council (ADC). The ADC approves and prioritizes requirements and is chaired by the 6 AMW/CV. The ADC is attended by Group commanders or their designated representatives, the 6 AMW DoS, and Group AD monitors. 6 FSS/FSMM and the 6th Force Support Squadron Commander (6 FSS/CC) serve as principal advisors to the ADC. Squadron commanders and/or group AD Team Chiefs may attend the ADC at group commander discretion.

4.6.1. The ADC, scheduled by 6 AMW/XP, will meet twice a year or as needed to provide oversight of the AD Program, review and approve any new requirements, allocate/reallocate taskings to fill augmentation requirements as deemed necessary, resolve any issues requiring attention, and approve taskings. 6 AMW/XP will coordinate with 6 FSS/FSMM for any reviews in conjunction with the meetings.

4.7. 6 FSS Manpower and Organization Section. The 6 FSS/FSMM will assist the ADC in determining manpower requirements under locally defined scenarios and appropriately compute augmentation requirements. They will review and validate all requirements, presenting their recommendation to the ADC.

4.8. Group AD Monitors. Program management oversight is provided to Group commanders and 6 AMW DoS through group monitors. Group monitors will provide the equitable distribution of AD tasks within their group and coordinate with other group monitors for any additional support. Group monitors ensure sufficient numbers of personnel and alternate personnel are trained, equipped, and available to serve, should the primary assigned individual be unavailable for duty. The MacDill manning standard for SF Augmentees is a 2.0 ratio above the requirement. Maintenance Group's (MXG) manning standard is a 3.0 ratio above the requirement. The MacDill manning standard for S&R is a 1.25 ratio above the requirement.

4.8.1. Group AD monitors will work with squadron commanders in their group to identify replacements as soon as current members are projected for departure. Replacement personnel should be trained before the previous member is no longer

available. If an augmentee receives a profile or notice for extended temporary duty (TDY), the group monitor will work with their respective squadron commander to provide a permanent replacement. Group monitors notify AD team chiefs in writing under the signature of member's squadron commander of any change in augmentee status.

4.8.2. Ensure augmentees are identified and selected that have at least one year of retainability. When selecting personnel for the AD program, group monitors and commanders should consider that personnel might be activated for extended periods of time based on the nature of the contingency. Coordinate with Unit Deployment Managers (UDM) to select augmentees that do not fill known unit type code (UTC) deployment requirements to the maximum extent possible. Ensure the squadron commander signs letters of notification.

4.8.3. Maintain a roster to track individual augmentee status. This data consists of the individual's rank, name, date assigned to AD, date trained, and status. Group monitors shall populate one shared wing master tracking system developed by XP to which the Team Chiefs have access. Group AD monitors will immediately notify team chiefs and squadron commanders when personnel assigned are unavailable for duty. Validate use of AD Master Database.

4.9. AD Team Chiefs. AD Team Chiefs are *supported* by group monitors with AD augmentees with the following responsibilities:

4.9.1. AD Team Chiefs will be appointed by squadron commanders for their respective teams. AD Team Chief and group monitor should not be the same person. AD team chiefs will develop training programs, schedule, conduct, and document augmentee training within their respective team. AD Team Chiefs will brief their augmentees on the requirements. They will provide a quarterly AD training schedule to appropriate Group AD monitors and may track augmentee training using any method they see as appropriate for their unique team needs. Team Chiefs will provide training documentation, such as AF Form 2426, *Training Request and Completion Notification*, or a training certificate to provide a written record of training to the individual's assigned unit. As training is conducted, they will provide a list of augmentee training no-shows, vacancies, and problems to respective squadron commanders and group monitors, with copy to 6 AMW/XP not later than 24 hours after augmentees are declared no-shows for training.

4.9.1.1. 6th Medical Group (6 MDG) AD personnel will be provided at least four-week notice prior to any scheduled training event.

4.9.2. AD Team Chiefs will provide quarterly training reports to group AD monitors and 6 AMW/XP, identifying all assigned augmentees and their status of training. The report should address augmentee usage, any upcoming scheduled training, any no-shows for duty or training, and highlight any unit not meeting their AD tasking. This report is due not later than close of business on the 5th day of the quarter following the report period.

4.9.3. AD Team Chiefs will maintain an accurate, up-to-date listing of all augmentees assigned to their teams. AD Team Chiefs will coordinate all changes of team requirements with group AD monitors and their respective group commander, and then

send changes to group AD monitors and 6 AMW/XP for FSMM who will address changes at the ADC.

4.9.4. AD Team Chiefs ensure augmentees are aware of the required equipment and any specialized clothing not normally issued. Augmentees are responsible for maintaining a clothing inventory for required duties, however the augmentee's unit will fund for required training, necessary equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel-toed boots, leather work gloves, reflective belts, etc.).

4.10. AD Personnel. The personnel assigned to augmentation duty will be informed in writing by their squadron or group commanders. They will receive briefings from their AD Team Chief on required training and equipment. Members will inform their group AD monitors through their chain of command of any discrepancy that would prevent them from accomplishing their duty (i.e., TDY, leave, medical disqualification, etc.).

5. Implementing the Augmentee Program. The following recall/contingency conditions indicate the proper reporting procedures for augmentees:

5.1. Activation. Group commanders and 6 AMW DoS will inform group AD monitors and AD Team Chiefs. Group AD monitors/Unit Control Centers (UCC) will recall and account for tasked AD personnel prior to directing them to report to the duty location. However, if the activation of the AD Program is in conjunction with a wing recall, augmentees will report to work centers first, and then sign out through group AD monitor/UCC to their AD Team Chiefs. Group AD monitors will inform affected work centers of AD Program activation.

5.2. Sustainment. Group commanders and 6 AMW DoS will decide in advance which group functions will cease to operate when AD implementation extends. The 6 AMW/CC shall direct the priorities of the wing when extending augmentation to include the curtailment of flying operations.

5.3. Honor Guard. Personnel assigned to Honor Guard duty will not be assigned to the AD teams outlined in this instruction. Units must train sufficient personnel to accommodate the temporary assignment of their personnel to the base Honor Guard. NOTE: Honor Guard personnel will augment the AD team when required.

5.4. Excusing or Replacing Individuals. If an individual is assigned to an AD team and is unable to perform AD for a bonafide reason, the losing group must continue to fill the tasking unless relieved by the ADC. The AD program takes precedence over ordinary leave, and mission priorities should be strictly considered before an individual is released from an AD tasking. The AD position does not move with the individual when assigned to a new unit without ADC approval. Commanders and augmentees should clearly understand that unapproved absence may be treated as a failure to perform their duty, punishable under the Uniform Code of Military Justice.

5.5. Military Personnel Data System (MILPDS). MILPDS will not be used for administration of the AD program or to track training. 6 AMW/XP will use a single locally devised method for tracking participation and training in the AD Program (AD Master Database). NOTE: The augmentee training and tracking database is located on the Team MacDill SharePoint® page under Links titled "6 AMW Master Augmentee List."

6. Exemptions. Some personnel assigned to critical functions should be exempt from AD assignments. Units may forward requests for exemptions to the ADC for review and approval. Unless specifically exempt, all active duty personnel are eligible for assignment to an AD team.

6.1. Additional Duties or Details. Fire protection personnel will not be assigned additional duties or details outside of the fire department when it compromises mission support and Air Force acceptable levels of risk for safe fire fighting operations. The fire chief determines when additional duties or details impact mission support or acceptable levels of risk and advises the base civil engineer and installation commander.

SCOTT V. DETHOMAS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPAM 10-243, *Augmentation Duty*, 1 Aug 2002

AFI 10-403, *Deployment Planning and Execution*, 20 Sep 2012

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 29 Jun 2012

AFI 34-242 AFGM2, *Mortuary Affairs Program*, 4 Jun 2013

AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*, 13 Apr 2012

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Forms Prescribed: None

Forms Adopted:

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2426, *Training Request and Completion*

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

6 FSS—6th Force Support Squadron

6 LRS—6th Logistics Readiness Squadron

6 MDG—6th Medical Group

AD—Augmentation Duty

ADC—Augmentation Duty Council

ADWG—Augmentation Duty Working Group

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFSC—Air Force Specialty Code

CV—Vice Wing Commander

DoS—Director of Staff

EOC—Emergency Operations Center

FSMM—Manpower Office

IDO—Installation Deployment Officer

MILPDS—Military Personnel Data System

MSG—Mission Support Group

MXG—Maintenance Group

OG—Operations Group

S&R—Search and Recovery

SF—Security Forces

TDY—Temporary Duty

UCC—Unit Control Center

UDM—Unit Deployment Manager

UTC—Unit Type Code

Attachment 2

SECURITY FORCES

A2.1. Duties. Security Forces augmentation provides additional personnel to the 6 SFS in response to base/accident scene security needs, increased Force Protection Conditions, or resource security requirements. To meet the increases in Force protection or 6 AMW 8010 Alert and Standby Force Procedures Plan posting, additional personnel are required for 24-hour operations. 6 SFS/CC will determine the augmentation requirement based upon current manning levels.

A2.2. Required Training. As directed by 6 SFS training manager under AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*. Augmentee training need not be as complex as SFS Air Force Specialty (AFS) training. Minimum augmentee training should include initial training in the following areas over three days: Weapons qualification or recurrency, use of force, rules of engagement, communication procedures, tactics, searching and handcuffing, blood borne pathogens, legal considerations and jurisdiction, and Security Forces concepts and operations. Training will also include training on a non-lethal weapon in accordance with AFI 31-117. All personnel will be armed with a lethal weapon will additionally be armed with a non-lethal weapon (Baton, OC Spray, Taser). Chief Security Forces may direct additional training to meet local mission requirements.

A2.3. Specialized Equipment Needs. Varies depending on assigned duties.

A2.4. Personnel Required. 38.

A2.4.1. Installation Entry Controller--Process vehicular/pedestrian traffic onto the installation.

A2.4.2. Response Force Member--Provide security for and immediate armed response to restricted areas; detect/report unauthorized personnel, activities, and breeches of security; respond, investigate and react to neutralize potential threats to Protection Level 1, 2, and 3 resources.

Attachment 3

SEARCH AND RECOVERY (S&R)

A3.1. Duties. Search and Recovery team members are responsible for locating and recovering remains after accidents and natural disasters, such as vehicle accidents, hurricanes, and military aircraft mishaps.

A3.2. Required Training. 6 FSS personnel receive S&R training semiannually as a part of home station training (HST). Just in time training is also utilized. All active members of the honor guard are trained annually. During their inactive month, honor guard team members may be subject to recall to assist with S&R recovery operations.

A3.3. Specialized Equipment Needs. S&R team members will be equipped with hand-held radios or cell phones for communication with the Mortuary Officer. In determining equipment/supplies needed, terrain and weather conditions should be considered under which the team would have to operate. Supplies will include but are not limited to:

- A3.3.1. Pouch, human remains (NSN 9930-00-451-1231), 8 ea.
- A3.3.2. Bag, plastic, 18" x 12" (NSN 8105-00-902-6508), 1000 ea.
- A3.3.3. Pencil, grease, china marker (NSN 7510-00-436-5210), 24 ea.
- A3.3.4. Tag, shipping, cloth with wire tie (NSN 8135-00-178-9193), 5000 ea.
- A3.3.5. Stakes, at least 4 feet long (locally fabricated), 1000 ea.
- A3.3.6. Bed sheets, white (NSN 7210-00-171-1099), 12 ea.
- A3.3.7. Gloves, leather, workman cowhide, sizes small – large (NSN 8415-00-268-7868) 26 ea.
- A3.3.8. Gloves, surgeon (NSN 6515-00-782-6475), 5 pks.
- A3.3.9. Mask, surgical (NSN 6515-00-982-7493), 5 ea.

A3.4. Personnel Required. In accordance with AFI 34-242, *Mortuary Affairs Program*, the S&R team will consist of one core team of 11 people. The manpower requirement will be handled in-house with 6 FSS personnel manning the key positions and honor guard personnel augmenting.

Attachment 4

MACDILL AUGMENTATION DUTY TEAM DISTRIBUTION

NOTES:

1. Allocations listed below are based upon E-6 and below populations in each group and DoS. Group/CCs and DoS have the option to use E-7 and below if desired/required. Omitted from these calculations is the Wing Command Post as it is a critical support function. Required training/manning ratios are shown below in Tables A4.1., A4.2., and A4.3.
2. Security Forces required manning ratio below includes 30 personnel for installation security and 8 personnel for security of the MacDill Air Force Base Alert Facility (as required). Assignment of augmentee to either security detail is at the discretion of the SFS/CC or designated representative.
3. LRS is exempt from providing augmentation due to the internal augmentation of the deployment process during contingency operations.
4. Groups need to establish fair-share taskings at the squadron level.

Table A4.1. 1.00 Required Manning Ratio.

POSITION	OG	MDG	MSG	DoS	MXG	TOTAL
Security Forces (SF)	5	7	11	2	13	38
Search and Recovery (S & R)	0	0	11	0	0	11
TOTAL	5	7	22	2	13	49

Table A4.2. 1.25 Training/Manning Ratio for Search and Recovery Augmentees.

POSITION	OG	MDG	MSG	DoS	MXG	TOTAL
Search and Recovery (S & R)	0	0	14	0	0	14
TOTAL	0	0	14	0	0	14

Table A4.3. Training/Manning Ratio for Security Forces Augmentees.

2.0 for OG, MDG, MSG, DoS.

3.0 for MXG.

POSITION	OG	MDG	MSG	DoS	MXG	TOTAL
Security Forces (SF)	10	14	22	4	39	89
TOTAL	10	14	22	4	39	89